

To whom may concern,

Letter of Authorization

(For check-in/ out)

Member's Booking	Authorized Guest
Member's Name:	Guest Name:
NRIC No:	NRIC No:
Contact No:	Contact No:

Guest Room Name : _____

Date of Check-in : _____ (3pm to 8pm)

Date of Check-out : _____ (9am to 10am)

I, hereby authorize the above (Guest) to check-in into the guest room on my behalf on the date above. Attached are the supporting documents of my photocopy NRIC, the guest's photocopy NRIC and the invoice/receipt.

** I do understand that HomeTeamNS will need to verify this letter upon check-in.
(Please tick where applicable.)

1. You may contact me, upon check-in.
2. I am unable to be contacted for verifying this letter upon check-in.
(Please take note, member are required to proceed personally to Reception for verification before the booking date).

<i>For Internal Use Only</i>

I acknowledge that if this letter is not verified, my guests are not allowed to check-in.

Thank you.

Sincerely yours,

Member's Signature